

## **NEW KIVA PARCEL CREATION PROCESS**

Once the Plat Closure Review process is finished, the GIS staff will sign off the ZGP1 permit type and begin work on the ZGP2 permit. All of the land processes are defined by a Kiva "Z???" permit type. The ZGP2 or NEW PARCEL CREATION PROCESS, begins with GIS staff verifying that the ZGP2 permit is attached to all of the parent "EXISTING" parcels. This is why some plats have to be recorded prior to other plats, to ensure the proper parcel genealogy history of the subdividing of land. The Kiva System offers the ability to create new parcels from within a Kiva Permit, and by doing this, it creates parcel land records with a "PROPOSED" status. Since addressing of parcels is done by the City's Building Official's office at the time of building permit application, many parcels still exist in the Kiva System that do not contain a parcel address. This is not a problem, however, since a Kiva Permit or process can be attached to a land record regardless of whether or not it has an address. It is important to provide accurate parcel identification when making applications to the City and understanding the process of how land records are created helps accomplish this.

Please note, there can be situations where a Building Permit is needed to building a structure, and the physical location of the constructed structure must be surveyed to determine the property lines that would be shown on a plat document that would trigger a land maintenance process. In this situation, the "PROPOSED" land record will likely not exist. Kiva offers a solution to this as well. It's called an "Exception Parcel," it's a parcel land record, created on the fly, that does not have mapping properties and is identified by an exceptions KPIN (i.e. a KPIN beginning with a letter "E". See <a href="http://kivaweb.kcmo.org/kivanet/2/land/summary/index.cfm?pin=E10017">https://kivaweb.kcmo.org/kivanet/2/land/summary/index.cfm?pin=E10017</a>). These exception parcels are land records created at the time of Building Applications, and the land record only contains the address used in the Building Permit Application. These can be located in KivaNet through the land search if you know the address used for the application. This will typically be assigned by the Building official. Please check with the Building Official to determine if you have this situation, and therefore do not need to identify the "PROPOSED" parcel land record for you application.

When the GIS staff create the new "PROPOSED" parcel land records as part of the ZGP2 process, they assign a temporary APN. This APN number generally reflects the ZGPT Permit Number and the Lot Numbers as the temporary APN number. This is to help identify the ZGP2 permit that created the "PROPOSED" parcels or to locate the "PROPOSED" parcel by lot number when you don't know the address or it has not been addressed yet by the Building Official. Also, you can used the suggested search approach described in the Land Record maintenance Process on the Process Overview page.

On the Process Overview page you will notice an light blue arrow between this node and the Building Application Process node. This is to show that there is a need to properly identify the correct parcel land records for Building Applications.

As part of the ZGPT process, GIS Staff also graphically draw the Plat or Parcels in the GIS Mapviewer on a parcel layer that is not featurized for viewing until the plat is recorded. This layer is visible by clicking on the "Platting" drop-down above the map and scrolling to the next to last check box marked "Proposed Parcels," which will appear as green lot lines. If you zoom in close enough, you can see the KPINs. Note, the Mapviewer will <u>not</u> map exception parcels in this way.

Using both the Mapviewer and KivaNet to identify parcel land records helps ensure you are identifying the proper land record.

One last point. You can also identify segment parcels (i.e. Street Parcels). On the Mapviewer, click on the white space in the street area. The Mapviewer is designed to provide the street segment KPIN. Though this is not generally needed for Building Application, this is extremely important for all LDD Permit Applications involving the expansion or modification of existing infrastructure within the street right-of-way, for both MAJOR AND MINOR Infrastructure.

Once this process is done, the GIS Staff will sign off the ZGP2 process.